

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) GOILLOT, Virginia H.			2. DATE OF BIRTH 6 April 1906	3. SEX F	4. GRADE GS-14
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR. OF ASSIGNMENT DDP/WH		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			8. CURRENT STATION Headquarters		
CAREER-PROVISIONAL (See Instructions - Section C)			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 1 April 64 - 31 March 65		
SECTION B PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Manages a Headquarters desk					RATING LETTER P
SPECIFIC DUTY NO. 2 Answers correspondence					RATING LETTER S
SPECIFIC DUTY NO. 3 Provides guidance					RATING LETTER P
SPECIFIC DUTY NO. 4 Effects coordination within Headquarters on correspondence from field stations					RATING LETTER P
SPECIFIC DUTY NO. 5 Prepares correspondence for other U. S. Agencies					RATING LETTER P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations. Based on your knowledge of employee's overall performance during the rating period, place the letter in the box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER P

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

APPROVED FOR RELEASE
DATE: NOV 2006

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OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

MAIL ROOM

Subject answers all correspondence from the field expeditiously and in an efficient manner. Her strength is that she knows the internal workings of Headquarters very well and therefore knows where and how to go about seeking assistance required by the field stations. She writes well and in a concise manner. Her weakness is that she has not been in the field for some years and therefore is inclined to be conservative. It must be noted however that her conservatism has in no way affected the efficient management of the field stations for which she is responsible. She is particularly adept at picking out the flaws and pitfalls

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

12 APR
1965

SIGNATURE OF EMPLOYEE

Virginia H. Gaillet

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

6 MOS

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

March 1965

OFFICIAL TITLE OF SUPERVISOR

DC/WH

TYPE OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

March 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH

E

SECRET